



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

June 2017

Dear Fair Secretaries or Managers:

There are a number of reports that shall be completed by county and district fairs requesting State Aid. Any form(s) not properly completed will cause a delay or forfeiture in payment of State Aid.

Forms referred to in sections 1 through 8, shall be submitted to the **Wisconsin Department of Agriculture, Trade and Consumer Protection, Attn: Fairs Coordinator, (Shipping address:) 2811 Agriculture Drive, Madison, WI 53718-6777. (Mailing address:) P.O. Box 8911, Madison, WI 53708-8911, within 30 days** after your fair closes. All required documentation can be submitted electronically with the exception of 6. The Secretary's Affidavit must be mailed in hard-copy if the notary seal is a raised seal. Stamped seals may be sent electronically.

Judging Sheets – **DO NOT SEND THESE**. This was changed in 2016. Fairs should retain these for their records.

- (1) **Judges' Affidavits** – this form includes your fair name, department and classes judged, the judges' signature and license number.
- (2) **Summary of Judges** – this is your typed List of Judges showing license number (it's a 6 digit number – no letters) and departments judged, arrange departments in same order they are listed in Chapter ATCP 160. Please check the current judges' catalog or see their license to be sure they are eligible to judge the particular department you have hired them to judge.
- (3) **Premium Summary Sheet**- this shows payment of premiums by departments. The departments in Open Division, Senior Citizen Division and Junior Fair are the same as the department headings in Chapter ATCP 160. Do not change or divide departments. Although you may be paying premiums on some items that are not eligible for State Aid, they should be included in the proper department. Parade, herdsmanship, best barn, out-of-state awards, as well as uncashed premium checks should be deducted under 2 and 3 on the reverse side of the summary sheet. If the list is large, list on a separate sheet. Fill in the accurate figures for the number of exhibitors and number of exhibits on the back of the sheet.
- (4) **Index of Exhibitors** - shall show their addresses with amount paid in premiums. **NO SOCIAL SECURITY NUMBERS**. If Wisconsin residents with out-of-state addresses win prizes, an affidavit of residence must accompany the index of exhibitors. The total of each index of exhibitors sheet shall be shown on the bottom of the sheet. The total of the index of exhibitors sheets must agree with the total of the premiums awarded as shown by the judges' sheets. The grand total of index of exhibitors shall be shown.
- (5) **Horse judging sheets** – used when one exhibitor brings two horses to your fair.

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(6) **Secretary's Affidavit** - explaining whether the exhibitors have been, or will be paid, and the method of payment and that no gambling or immoral shows were allowed or intoxicating liquor sold (other than beer, wine or wine coolers) on the grounds at any time during the entire fair. All premium monies must be paid by check or bank draft. Affidavits with raised notary stamps must be mailed in hard copy, not submitted electronically. The raised seal is not visible in an electronic file. Until this form is notarized and in our file, we cannot mail your voucher for payment.

(7) **Premium Book(s)**

It shall be the responsibility of the fair secretary to notify any and all people who may be responsible for various portions of these reports. Department superintendents, judges, compliance officials, operators or any other officials or employees of the fair shall be duly notified of their responsibility. Explain the use of the judge's affidavit to superintendents and judges.

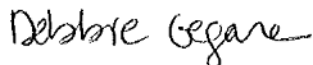
Annual Financial Report - This is the annual FINANCIAL report. **This report must be received at the Department by December 31 of the current calendar year.** (The items listed in 1-7 are due within 30 days of the end of the fair.)

The forms for the annual financial report are also included in this email. Please forward these to the Treasurer, or whoever is responsible for completing this report. (Note: By State Statute the annual report must be published in your local newspaper. This may be done in an abbreviated form.)

SAVE THIS LETTER - Read carefully -- do not lose state aid unnecessarily!

Best of luck on your promotions and have a very successful fair season!

Sincerely,



Debbie Gegare
Programs Coordinator/Market Orders & Fairs
Division of Agricultural Development
(608) 224-5116
(608) 224-5110 Fax
Debbie.Gegare@wisconsin.gov

Attachments

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